

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 10/1988

REFERENCE NO. PS: 18/0^{iv}

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

(i) Payment of Merit Award for 1987

DATE: 1988-03-11

(ii) Additional Guidelines for payment of
Merit Award.

Please refer to the following extract from paragraph 5 of my Circular No. 36/1987 dated 3rd August, 1987, on the above subjects: -

“5 Exclusions

5.1 It should be noted that while the Merit Award Scheme is intended to apply to Permanent Secretaries, Heads of Departments, Regional Executive officers and other persons holding positions which attract salary at the rate of \$5,919 (five thousand, nine hundred and nineteen dollars) per month and above, a special appraisal form is being designed for use in appraising their performance. Consequently, further instructions will be issued concerning the appraisal of and the grant of merit awards to these categories of workers”.

2. Work is currently being done to finalise the appraisal form mentioned above, but as you are aware, the form will be used to appraise performance from 1988 only. In the meantime, however, approval has been given for Permanent Secretaries, Heads of Departments, Regional Executive Officers and other workers referred to above to be paid a Merit Award in respect of the year 1987 of six (6) percent of their respective salaries at December 31, 1986, retroactive to January 1, 1987.
3. Please bring this Circular to the attention of the relevant staff in your organisation, particularly those in the Personnel and Accounting Units, and arrange payment accordingly.

J. E. Sinclair
Permanent Secretary
Public Service Ministry.